

## **STEPS IN THE CHARTER SCHOOL PROCESS FOR STATE BOARD OF EDUCATION SPONSORSHIP**

1. Completed application packets (*including fingerprint cards and affidavits for the prospective operator and all governing board members*) will be accepted anytime during the year by the Charter School Division, 1535 W. Jefferson, Room 224, Phoenix, AZ 85007 (602) 542-5968.
2. Upon receipt of the application, Charter School Division staff will check for completeness of the packet.
3. Fingerprint cards, affidavits and background check authorizations will be sent out to their appropriate agencies for processing (*fingerprints usually take between eight to ten weeks and background checks take approximately eight weeks*). ***\*\*New state statute requires charter applicants to have a Class One or Class Two Fingerprint Clearance Card which must be obtained by DPS\*\****
4. Upon the receipt, at this office, of satisfactory DPS, FBI reports and credit checks, the total application packet will move forward to the formal review.
5. Notification will be given to you of exactly what date the review committee will read your application. ***The Application Review Committee, comprised of diverse education, finance, and community specialists, will review applications four times per year: i.e., March, June, September, and December.***
6. Applicants will come before the Review Committee prepared to describe the uniqueness of their school and answer any questions that the committee may have. The Review Committee will then make recommendations to the State Board of Education.
7. You will be notified whether your application has been (1) moved forward to the State Board of Education for consideration; (2) deferred until a later date for the purpose of obtaining more technical assistance; or (3) denied.
8. If the Review Committee recommends that your application be moved forward to the State Board of Education. The board will consider whether or not your application should be approved. ***You need to be at this board meeting to answer any additional questions the State Board may have. They also would like to meet you!***
9. If your application was approved at that meeting, at the next month's board meeting, your application will be reviewed for a second time by the State Board. *You will also need to be there for this meeting; just to answer any further questions the board may have.* They will then consider to place your application into "approve to charter" status.
10. If moved into "approved to charter" status, you also move into the second phase of the process; that of preparing to sign your contract (charter).

11. You will receive many pieces of information, but most importantly, you will be working with a checklist asking for copies of documents this office must have, i.e. lease agreements; real estate purchase deeds; permits from county health department, city zoning and state fire marshal's office; etc. Everything must be in place before your contract can be signed.
12. Congratulations! Once your contract (charter) is signed, you may open your school. (*School openings are usually targeted for late summer/early fall*)